

Holiday Dinner Planning Schedule

<u>WHEN?</u>	<u>WHAT?</u>
1 month prior	Newsletter article and Email Blast asking for: food, help, contributions (Attachment 1) Flyer mailed out to local agencies (Attachment 2 and 3)
3 weeks prior	Updating spreadsheet starting now and ongoing, with volunteer help and food to be donated (Attachments 4 & 5)
2 weeks prior	Updating spreadsheet continues
1 week prior	Do inventory of food pantry supplies (Attachment 6) Make calls or emails for missing food items (example: cooked turkeys for Thanksgiving, Hams & poultry for Christmas and Easter)
3-4 days prior bring	Shop for everything else that volunteers haven't said they'd bring
1 day prior	Last minute shopping
The Day cooking/warming, start	9am: arrive at church, turn on ovens, get food in pans and begin gravy, make coffee 10am: with volunteers, set up tables and hot plates & crock pots (Attachment 7) 11am: food on hot plates, desserts out, servers in place 11:30am: open doors and start serving, clean as we go 2:00pm: begin packaging leftovers for transfer to Park Hotel or other location 3:00pm: finish cleaning up & transport leftovers

Attachments:

1. Newsletter article & Email Blast
2. Holiday Dinner flyer
3. Local Agency list
4. Volunteer list
5. Donated Food list
6. Inventory list
7. Setup diagram

cochrane: Holiday Dinner Planning Schedule.doc

3/13/16